



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

**TERM LAW CLERK TO  
MAGISTRATE JUDGE J. RICHARD CREATURA**

**ANNOUNCEMENT NUMBER** 18-WAW-11

**ANNOUNCEMENT DATE** May 15, 2018

**CLOSING DATE** Open until filled; interviews will begin immediately, and continue on a rolling basis, if necessary.

The U.S. District Court for the Western District of Washington is seeking qualified candidates for the position of Term Law Clerk for United States Magistrate Judge J. Richard Creatura in Tacoma, Washington. This position will be appointed for a one to two year term and will begin as soon as possible. There is a possibility that the position could ripen into a career clerk position.

**REPRESENTATIVE DUTIES** The law clerk performs legal research, drafts orders, reports and recommendations, and memoranda for habeas corpus, civil rights, and social security disability cases, as well as consent and referred cases of all types. The law clerk also communicates with counsel, assists the judge during courtroom proceedings, trains and supervises externs, and performs other duties as assigned.

**QUALIFICATIONS** Candidates must be law school graduates from an accredited law school by the position start date, must work well independently, must possess excellent research and writing skills, and must be experienced with Word, Westlaw or Lexis, and related software.

**SALARY RANGE** Judiciary Salary Plan:  
JSP Grade 11-14, Salary Range: \$66,386 per year to \$111,811 per year.  
Depending upon experience, qualifications and bar membership.

**BENEFITS** The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. Term law clerks are eligible to participate in health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

**INFORMATION FOR  
APPLICANTS**

Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume, including contact information for at least three professional references
- A legal writing sample that is five to ten pages in length

Via e-mail (Word or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

or to:

Human Resources (#18-WAW-11)

U.S. District Court,

700 Stewart Street, Suite 2218

Seattle, WA 98101

*Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States.*

*A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.*

*The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.*

***The United States District Court is an equal opportunity employer and values diversity in the work place.***